



# AlertsMA Portal User Registration Guide for Employees and Contractors

AlertsMA is used to send important communications to state employees, contractors, and building tenants using the communication methods they prefer. This may include alerts about weather cancellations, emergency safety situations, building outages/evaluations, and more.

## Register for AlertsMA Account (One Time Only):

### 1. Click the registration link

You will receive an email invitation with a link to register for an AlertsMA account. Click the registration link in the email invitation.

Registration can be done on a computer, mobile device, or phone.



**If you did not get an expected email invite, please check your junk folder.**

To set up your AlertsMA Portal profile, please click the link less than 5 minutes to set-up your account.

[Click here to register](#)

If you want to, you can also download the AlertsMA mobile app, which is optional.

For additional information and answers to frequently asked questions, help with your profile, email [alertsma@mass.gov](mailto:alertsma@mass.gov).

### 2. Create Your Account

Fill out the registration Sign up form and click 'Create Your Account'.

See the on screen help text for information on how to fill out different fields, including the Username or Password requirements. Or click 'Help & Answers' in the top left for additional information.

### 3. My Profile

After creating your account, you will be taken to the My Profile page where you can specify how you want to be contacted, in addition to work email.

When done, click 'Save and Continue'.

You can come back and change your notification preferences at any time.



**Employee work emails usually come from HR/CMS. If incorrect, please contact your agency's HR liaison.**

**You can choose to be notified on work and/or personal devices. Use the arrows to change your preferred notification order.**

### 4. My Locations

The My Location page shows your primary work location. This information may be used for location specific safety alerts (e.g., building evacuation).

If you work in multiple locations, you can click 'Add Another Location' to receive alerts for up to 5 locations.

When done, click 'Save and Continue'.



**If your HR/CMS work location is not correct, please do not update it in AlertsMA. Instead, contact your agency's HR liaison.**

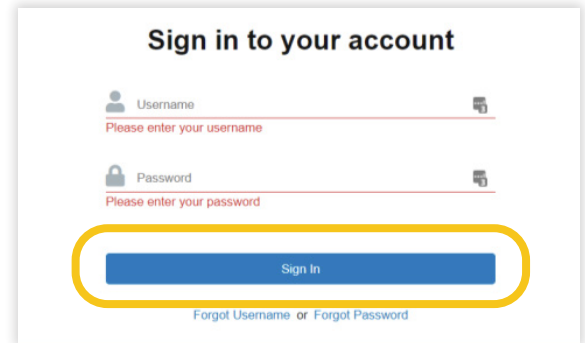
### 5. Review

Finally, use the Review page to see all your AlertsMA information on one page. Click 'Edit' if you need to change something. When ready, click 'Finish'.

# Update your AlertsMA Profile Information (as needed)

You can sign in and change your contact preferences at any time at: [mass.gov/AlertsMAPortal](https://mass.gov/AlertsMAPortal)

Click 'Forgot Username' or 'Forgot Password' as needed.

A screenshot of the AlertsMA sign-in page. The title is "Sign in to your account". There are two input fields: "Username" with a user icon and "Password" with a lock icon. Both fields have red placeholder text: "Please enter your username" and "Please enter your password". Below the fields is a blue "Sign In" button. At the bottom, there are links for "Forgot Username" and "Forgot Password". A yellow rounded rectangle highlights the "Sign In" button and the links below it.

That's it. Now you are set up to receive notifications about safety situations and other important events using the contact methods you prefer.



Interoperable Communications Bureau